PROFOUND MEDICAL Inc.

Description	
Job Title	Information Technology Specialist
Reports to Title	VP Engineering
General Accountability	The IT Specialist is responsible for effective provisioning, installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure.
Duties and Responsibilities	• Provide assistance to computer users, troubleshoot and resolve technical problems. • Install/rebuild/configure network and desktop components, hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements. • Install and configure, document and maintain systems such as Continuous Integration Infrastructure, Enterprise Resource Planning (ERP) and Product Lifecycle Management (PLM). • Develop, maintain and implement IT-related solutions for various project and operational needs. • Contribute to and maintain quality management system standards. • Perform system monitoring, verifying the integrity and availability of all resources, systems and key processes. • Perform security monitoring to identify any possible intrusions. • Perform scheduled backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary. • Create, change, and delete user accounts per request. • Repair and recover from hardware or software failures. • Apply OS patches and upgrades and upgrade administrative tools and utilities. Configure and add new services as necessary. • Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.

Competencies	
Education	Bachelor's degree in Software Engineering, Computer Science or equivalent
Certifications	MCSE or MCSA certification is an asset
Key Attributes **(experience, skills and technical knowledge)**	• 4 – 6+ years of industrial experience with specialization in Microsoft server platform. • Knowledge of Windows administration and experience building Windows servers

	• Strong communication skills, both written and verbal • Knowledge of SQL and database management • Demonstrated problem solving abilities with the initiative to research difficult issues • Experience working in regulated environment is highly beneficial.